

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OIS Conference, 15-17 April 1981

FROM: Thomas H. White  
Director of Information Services  
1206 Ames

EXTENSION

NO.

DATE

10 APR

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TO: (Officer designation, room number, and building)

DATE

RECEIVED

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OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. *EO/DDA**10 APR 1981**4/10**T*2. *ADDA**4-10**H*3. *DDA**4/17/81 mb*

**DDA REGISTER**  
**FILE:** *104-5-40-4-10*

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10 APR 1981

MEMORANDUM FOR: Deputy Director for Administration

FROM: Thomas H. White  
Director of Information Services

SUBJECT: OIS Conference, 15-17 April 1981

Max:

1. I appreciate your agreement to speak at our OIS Conference at 7 p.m. on the evening of 15 April. As you have mentioned before, personal communication is extremely important and even more so to those of lower grade in the Agency. With respect to topics for your speech, I would suggest the following:

a. Your perceptions of CIA:

- Prior to coming on board
- First impressions after coming on board
- Current impressions

b. Your reflections/predictions on CIA today and CIA five years from now concerning:

- Organizational structure
- Primary mission
- Quantity and quality of personnel
- The budget

c. Your perceptions with respect to Agency management styles and tools including:

- DCI and DDCI
- Deputy Directors, including yourself
- Role of the Executive Committee

d. Your view of OIS's role both now and in the future with respect to:

- The DDA
- Information handling

e. A view from top management of information releases to the public, including the activities of the Office of Public Affairs.

f. Your view of relations with:

- Department of State
- Congress
- White House
- Department of Justice
- The public

2. I would also hope you would impart your views with respect to the importance of information handling and the role OIS can play therein and, in addition, challenge the audience to recognize that the creation of the MI Career Sub-Group is a good beginning, that there are opportunities for increasing the importance of our role in the Agency, and that how important we become will be determined in large measure by the amount of effort we all put into fulfilling our responsibilities.

3. Thanks again.

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Thomas H. White